

ENERGY FINANCE AND ACCOUNTING SERVICES CENTER
Inventory of Reports

TITLE	LOCATION	LINK	FORMAT	REQUIRED DATE	FREQUENCY	ORANIZATION	POC
Project Management Designees	G'town C-207	TBD	Memo	Not later than Contract start date & as changes are made.	Initially / As Updated	EFASC	Dean Olson
Site Representative	G'town C-207	TBD	Memo	Not later than Contract start date & as changes are made.	Initially / As Updated	EFASC	Dean Olson
Cost and Performance Data	G'town C-207	TBD	Memo Electronic	Not later than close of bus. on the 15th calendar day of each month.	Monthly	EFASC	Tammy Ware
Monthly Significant Events Report	G'town C-207	TBD	Memo	Not later than 5 business days following end of reported month.	Monthly	EFASC	Dean Olson
Management Controls Report	G'town C-207	TBD	Memo	Not later than 60 calendar days after Contract start date and annually thereafter.	Initially / Annually	EFASC	Dean Olson
Quality Control Plan	G'town C-207	TBD	Memo	Not later than 30 calendar days prior to Contract start date and not later than 5 business days prior to implementing change.	Initially / As Updated	EFASC	Tammy Ware
Customer Comment Program	G'town C-207	TBD	Memo	Not later than 15 business days prior to Contract start date and not later than 5 business days prior to implementing change.	Initially / As Updated	EFASC	Tammy Ware
Quality Control Report	G'town C-207	TBD	Memo	Not later than 60 calendar days after Contract start date and quarterly thereafter.	Initially / Quarterly	EFASC	Tammy Ware
Nuclear Materials Inventory Report	NS	TBD	Form	Not later than 25 business days following the end of the reported quarter.	Quarterly	NS	Gloria Pena-Chavez
Nuclear Material Accounting Guidance/Support	NS	TBD	Memo	As established by the CO.	As Required	NS	Gloria Pena-Chavez
Collateral Action Letter	G'town ???	--	Memo	As established by the CO.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Release of Collateral Letter	G'town ???	--	Memo	Not later than 1 hour following receipt of notification from trustee banks.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Notification of CD Interest Rejection	G'town ???	--	Memo	Not later than 2 business days following notification of rejection.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Investment Confirmation Sheet and Overnight Investment Worksheet	G'town ???	--	Work-sheet	Not later than 2:30 P.M., EST.	Daily	Special Accounts and Reconciliation Team	Cindy Forder
SF 220-1, Market Valuation of Securities Report	G'town ???	TBD	Form	Not later than 20 calendar days following end of the fiscal year.	Annually	Special Accounts and Reconciliation Team	Cindy Forder
Rollover Report	G'town ???	TBD	Memo	Not later than due date on request from program office.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Treasury Warrant Rescission Letter	C-204A	TBD	Memo	Not later than 2 business days following end of month in which warrant is received.	As Required	Financial Reporting Team	Bethany Williams
Status of Disposition Certification Report	C-204A	TBD	Form	Not later than due date established by the CO.	Quarterly	Financial Reporting Team	Jan Thomas
Invoice for Payment Certification	Oak Ridge Payment Center	--	Invoices	Not later than 2 business days prior to payment date.	As Required	Oak Ridge Payment Center	Tim Southard
Notification of Travel Voucher Available for Certification and Payment	Oak Ridge Payment Center	--	Electronic	Not later than 1 business day following retrieval of electronic travel voucher.	As Required	Oak Ridge Payment Center	Tim Southard
Submission of PCS Voucher for Certification and Payment	Oak Ridge Payment Center	--	Voucher	Not later than 10 calendar days after receipt of voucher.	As Required	Oak Ridge Payment Center	Tim Southard
COTS Payment Authorization for Certification	G'town???	--	Memo	Not later than 5 business days following receipt of the file.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Results of Research for Lost Checks	Oak Ridge Payment Center	--	Memo	Not later than 5 business days following receipt of notification.	As Required	Oak Ridge Payment Center	Tim Southard
Payment Terms Recommendations	Oak Ridge Payment Center	--	Memo	Not later than 3 business days following receipt of current value of funds rate notification information.	As Required	Oak Ridge Payment Center	Tim Southard
Letters of Indemnity	Oak Ridge Payment Center	--	Letter	Not later than 3 business days following notification from vendor.	As Required	Oak Ridge Payment Center	Tim Southard
Deobligation Response Date Establishment	C-204A	TBD	Memo	Not later than April 30th.	Annually	Financial Reporting Team	Bethany Williams

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Deobligation Entry Report	C-204A	TBD	Report	Not later than April 30th.	Annually	Financial Reporting Team	Bethany Williams
1099's	Oak Ridge Payment Center	--	Hardcopy?	Last business day in January	Annually	Oak Ridge Payment Center	Tim Southard
Billing Request	G'town ???	???	Memo	Not later than 3 business days after overpayment is first noted.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Remittance Advice	G'town ???	???	Memo	Not later than 30 calendar days following month-end closing.	Monthly	Special Accounts and Reconciliation Team	Cindy Forder
Misdirected Collection Memo	G'town???	TBD	Memo	Not later than 2 hours following receipt of misdirected collection.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Unclaimed Monies Refund	G'town???	TBD	Memo	Not later than 5 business days following receipt of request for refund.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Collection Letters	G'town???	TBD	Memo	Not later than 31st and 61st calendar day of delinquency.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Referral of Delinquent Account	G'town???	TBD	Memo	Once each week.	Weekly	Special Accounts and Reconciliation Team	Cindy Forder
Uncollectible Debt Letter	G'town???	TBD	Memo	When CO determines debt is not collectible.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Penalty and Lost Interest Letter	G'town???	TBD	Memo	Not later than 5 business days following discovery.	As Required	Special Accounts and Reconciliation Team	Cindy Forder
Payroll Ad Hoc Reports	G'town???	TBD	Report	Not later than 3 bus. days following receipt of request from CO.	As Required	Payroll & Budget Execution team	TBD
Travel Manager Training Materials	G'town???	TBD	Memo	Not later than 2 weeks prior to start of training.	As Required	Travel Team	Mark Miller
Application for Government Travel Charge Card	G'town???	TBD	Application	Not later than 1 business day following receipt of CO approval.	As Required	Travel Team	Mark Miller
Delinquent or Misused Account Notice and Summary Report	G'town???	TBD	Memo	Not later than 10 business days following verification of delinquent or misused account report.	As Required	Travel Team	Mark Miller
Prepayment Audit of Paper Travel Vouchers	G'town???	TBD	Copy of processed paper TV	Not later than 3 business days following receipt of completed paper travel voucher package from traveler.	As Required	Travel Team	Mark Miller
Non-response Referrals	G'town???	TBD	Memo	Not later than 10 calendar days after failure to respond to 2d follow-up notice.	As Required	Travel Team	Mark Miller
Billing Request for Overpayment of Travel Voucher.	G'town???	TBD	Memo	Not later than 3 business days following post-payment audit.	As Required	Travel Team	Mark Miller
PCS Travel Authorization, Procurement Request, and Amendment	G'town???	TBD	1510.1B, DOE Form 1510.9, procurement request, & amend.	Not later than 3 business days following receipt of documentation.	As Required	Travel Team	Mark Miller
Billing Request for Overpayment of PCS Travel Voucher	G'town???	TBD	Memo	Not later than 3 business days following audit of PCS travel voucher.	As Required	Travel Team	Mark Miller
Reimbursement for Home Marketing Incentive Program	G'town???	TBD	Payment invoice	Not later than 10 business days following receipt of Home Marketing Incentive Form.	As Required	Travel Team	Mark Miller
Billing Request for RITA Taxable Payment	G'town???	TBD	Memo	105 days following initial notification of eligibility for taxable payments to traveler.	As Required	Travel Team	Mark Miller
RITA Travel Voucher	G'town???	TBD	Copy of processed RITA travel voucher	Not later than 10 business days following receipt of completed RITA travel voucher.	As Required	Travel Team	Mark Miller
Billing Request for RITA Travel Voucher	G'town???	TBD	Memo	Not later than 3 business days following audit of travel voucher.	As Required	Travel Team	Mark Miller

TITLE	LOCATION	LINK	FORMAT	REQUIRED DATE	FREQUENCY	ORANIZATION	POC
PCS Year-to-Date Actual Relocation Costs Report	G'town???	TBD	Memo	Not later than 15 business days following receipt of CO request.	As Required	Travel Team	Mark Miller
Local Mileage Reimbursable Report	G'town???	TBD	Memo	Not later than due date estab. by the CO (normally not later than 30 days following end of fiscal year).	Annually	Travel Team	Mark Miller
Notice of Non-Responsive Offices	G'town???	TBD	Memo	Not later than 10 business days following due date.	As Required	Travel Team	Mark Miller
Approval of Financial Application Training Manuals, Materials, and Hand-outs	G'town???	TBD	Memo	Not later than 2 weeks prior to training.	As Required	Financial Systems	Shirley Barker
Request for Software Modifications	G'town???	TBD	Memo	Within 5 business days of notification from application users.	As Required	Financial Systems	Shirley Barker
Report of User Testing Results	G'town???	TBD	Memo	Within 10 business days of receipt of notification.	As Required	Financial Systems	Shirley Barker
Provide Written Alternatives for Problem Resolution	G'town???	TBD	Memo	Not later than 5 business days following receipt of approval from the CO.	As Required	Financial Systems	Shirley Barker
Recommend Reasonableness for System Downtimes	G'town???	TBD	Memo	Not later than 1 business day of notification.	As Required	Financial Systems	Shirley Barker
Submit B&R Codes	G'town???	--	Memo	Not later than 5 business days following receipt of codes.	As Required	Financial Systems	Shirley Barker
Approval of Other Software Application Training Manuals, Materials, and Hand-outs	G'town???	--	Memo	Not later than 2 calendar weeks prior to training.	As Required	Financial Systems	Shirley Barker
Consolidated International Transaction Report (A-65)	C-204A	TBD	Electronic	Not later than 45 calendar days following end of reported quarter.	Quarterly	Financial Reporting Team	Mercedes Vasquez
Plant Acquisition and Construction Report	C-204A	TBD	Memo	Not later than the 20th of the month following end of reported month.	Monthly	Financial Reporting Team	Mercedes Vasquez
SF 133, Report on Budget Execution and Budgetary Resources	C-204A	TBD	Memo	Monthly - not later than 6 business days following close of accounting system for the month; Quarterly - not later than 5 business days before the last day of the Treasury's Federal Agencies' Centralized Trial-Balance System closing window.	Monthly / Quarterly	Financial Reporting Team	Bethany Williams
Aging Schedule Statement of Differences Balance Summary Report	C-204A	TBD	Statement	Not later than 28 business days following end of reported month.	Monthly	Financial Reporting Team	Steve Rosenberry
FACTS I Report - Master Appropriation File	C-204A	TBD	File	Not later than Treasury's published due date.	Annually	Financial Reporting Team	Marion Hoch
Year-End Closing Package	C-204A	TBD	Electronic	Not later than Treasury's published due date.	Annually	Financial Reporting Team	Deanna Ammons
FACTS I Report - Initial Pre-closing Adjusted Trial Balances (ATBs)	C-204A	TBD	Form	Not later than Treasury's published due date.	Annually	Financial Reporting Team	Marion Hoch
FACTS I Report - FACTS I NOTES	C-204A	TBD	Memo	Not later than 2 days prior to Treasury's published due date.	Annually	Financial Reporting Team	Marion Hoch
FACTS I Report - Adjustment to FACTS I data	C-204A	TBD	Worksheet	Not later than Treasury's published due date.	Annually	Financial Reporting Team	Marion Hoch
Respond to Audit Questions	C-204A		Worksheet	Not later than 6 business hours following receipt of inquiry.	Annually	Financial Reporting Team	Deanna Ammons
Transmit FACTS II Extract Files	C-204A	--	Electronic	Not later than 3 business days following end of quarter.	Quarterly	Financial Reporting Team	Bethany Williams
Federal Support Survey Report (CASE Report)	C-204A	--	Memo	Not later than April 15, following end of reported year.	Annually	Financial Reporting Team	Amy Cullison
Report on Emergency Response Fund (ERF)	C-204A	TBD	Memo	Not later than due date published by the CO following end of reported month.	Monthly	Financial Reporting Team	Bethany Williams
Report on Resources for Financial Management Activities (Exhibit 52)	C-204A	TBD	Memo	Not later than last business day in September.	Annually	Financial Reporting Team	Lori King
Status of Appropriations Report	C-204A	TBD	Memo	Not later than last business day of month following end of reported month.	Monthly	Financial Reporting Team	Mercedes Vasquez
Report on Results of Operations on NWF and D&D Funds	C-204A	TBD	Memo	Not later than Treasury's published due date.	Annually	Financial Reporting Team	Jan Thomas
Report of Contractor Property Asset Sales	C-204A	TBD	Memo	Not later than 5 business days following end of reported quarter.	Quarterly	Financial Reporting Team	Mercedes Vasquez

TITLE	LOCATION	LINK	FORMAT	REQUIRED DATE	FREQUENCY	ORANIZATION	POC
Prompt Pay & Electronic Funds Transfer Report	Oak Ridge Payment Center	--	Memo	Not later than end of 3rd week following end of reported quarter.	Quarterly	Oak Ridge Payment Center	Tim Southard
Erroneous Payment Report	Oak Ridge Payment Center	--	Electronic	Not later than the 20th of the month following the reported quarter.	Quarterly	Oak Ridge Payment Center	Tim Southard
Economic Impact Analysis Report	Oak Ridge Payment Center	--	Memo	Not later than December 15 following end of reported fiscal year.	Annually	Oak Ridge Payment Center	Tim Southard
Consolidated SF 220.9, Report on Receivables Due from the Public	C-204A	TBD	Electronic	Not later than 30 calendar days following end of reported quarter.	Quarterly	Financial Reporting Team	Amy Cullison
Current Status of Accounts Receivables from Foreign Obligors Report	C-204A	TBD	Electronic	Not later than 45 calendar days following end of reported quarter.	Quarterly	Financial Reporting Team	Amy Cullison
Statement of Payments and Cover Letters to Utility Companies	G'town???	--	Statement	Not later than 15 calendar days following end of reported quarter.	Quarterly	Special Accounts and Reconciliation Team	Cindy Forder
Non-Cash Fringe Benefits Report	G'town???	TBD	Memo	Not later than the 15th of the month following end of designated quarter (Feb 15, May 15, Aug 15, and Nov 15).	Quarterly	Special Accounts and Reconciliation Team	Cindy Forder
Work Years and Personnel Costs Report (Basic & Premium Work Yrs & Pay) (Cost of Employee's Benefits) (OMB Form 1351-A & 1351-B)	G'town???	TBD	Form	Not later than last day in February.	Annually	Special Accounts and Reconciliation Team	Cindy Forder
(Leave Earned & Used) (OMB Form 1351-C)	G'town???	TBD	Form	Not later than last day in March.	Annually	Special Accounts and Reconciliation Team	Cindy Forder
Intergovernmental Personnel Act and PCS Payment Report	G'town???	TBD	Form	Not later than January 31st of each year.	Annually	Special Accounts and Reconciliation Team	Cindy Forder
Report of Federal Employment and Wages (OMB 1220-0134)	G'town???	TBD	Memo	Not later than 10 business days following close of affected quarter.	Quarterly	Special Accounts and Reconciliation Team	Cindy Forder
Non-Federal Source Travel Payment Report	G'town???	--	Memo	In April and October by CO-established due date.	Semi-annually	Special Accounts and Reconciliation Team	Cindy Forder
Consolidated Non-Federal Source Travel Payment Report	G'town???	--	Memo	Not later than 60 business days following end of reported 6-month period.	Semi-annually	Special Accounts and Reconciliation Team	Cindy Forder
Reconciled Collections Report	G'town???	--	Memo	Not later than noon of the 2nd business day of the month following end of reported month.	Monthly	TBD	TBD
SF 224, Statement of Transactions Report	C-204A	--	Form	Not later than close of business of the 3rd business day of the month.	Monthly	Financial Reporting Team	Steve Rosenberry
FMS 6652, Statement of Differences	C-204A	--	Form	Not later than the last day of the month in which statement of differences is received.	As Required	Financial Reporting Team	Steve Rosenberry
Financial Statements and Footnotes	C-204A	TBD	Statement and Footnotes	Not later than due date published in the DOE HQ year-end schedule.	Annually	Financial Reporting Team	Deanna Ammons
Responding and Providing Data to Inquiries	C-204A	--	Statement and Footnotes	Not later than due date established by CO.	As Required	Financial Reporting Team	Deanna Ammons
FMS 2108, Year-end Closing Statement	C-204A	TBD	Form	Not later than due date published in the DOE HQ year-end schedule.	Annually	Financial Reporting Team	Bethany Williams
Consolidated Unfunded Foreign Currency Reservation Accounts Report	C-204A	TBD	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Financial Reporting Team	Amy Cullison
Consolidated Technology Transfer Report	C-204A	TBD	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Financial Reporting Team	Mercedes Vasquez
Consolidated Federal Aid to State and Local Governments Report	C-204A	TBD	Electronic	Not later than due date (mid-November) published by the Census Bureau.	Annually	Financial Reporting Team	Amy Cullison
Consolidated Estimated Foreign Currency Collections and Expenditures Report	C-204A	TBD	Electronic	Not later than due date published in DOE HQ year-end schedule.	Annually	Financial Reporting Team	Amy Cullison
Waiver of Claims for Erroneous Payment Report	Oak Ridge Payment Center???	--	Memo	Not later than end of October as specified in DOE HQ year-end schedule.	Annually	Oak Ridge Payment Center	Tim Southard
Modification Request for Creation and Modification of Edits	G'town???	--	Memo	After identifying a new edit requirement.	As Required	Financial Systems	Shirley Barker

TITLE	LOCATION	LINK	FORMAT	REQUIRED DATE	FREQUENCY	ORANIZATION	POC
Submission of Reconciliation of Legal Representation Letter to Contingency Footnote.	C-204A	TBD	Memo	Not later than close of business on year-end closing due date.	Annually	Financial Reporting Team	Lori King